



Project Meeting Form

Project Name:	Date/Time:
Facilitator:	Location:

Assigned Project Workgroup Members / Attendance Record:

Agenda Topics

1. _____	4. _____
2. _____	5. _____
3. _____	Other: _____

Highlights of Discussion re Agenda Items:

1.
2.
3.

4.

5.

Other / Miscellaneous:

Assignments:

1.

2.

3.

4.

Next Meeting

Date/Time: _____

Location: _____

Please send this form to Jordan Royer, Strategic Planning Office, 600 4th Avenue,
Seattle, WA 98104, Mail Stop 01-03-01, directly following the project meeting.